

**SMART Board Training – An Introduction**

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BD14996_

**Workshop Objectives:**

* Create, open, copy, and delete files and folders
* Understand SMART Board terminology, orientation, and troubleshooting.
* Understand basic SMART Board operations
* Create and save a basic SMART Notebook file
* Locate websites to use with the SMART Board
* Locate appropriate SMART Board lessons for use in the classroom
* Develop basic understanding of classroom sound system

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Part 1: Getting Started

* SMART Board Parts ([Hardware basics](http://downloads01.smarttech.com/media/trainingcenter/hardware_basics_qr.pdf))
  + Projector
    - Turning on and off
  + Laptop computer or desktop computer
  + Laptop or desktop
  + SMART Board
    - Connections for SMART Board and others on computer
    - Pens, Eraser
    - Lights
    - Error messages

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| **Part 1 - SMART Board Basics** |
| **SMART Skill Set: Demonstrate the ability to do the following:** |
| 1. Connect the computer, projector, board |
| 1. Turn off the projector safely |
| 1. Orient the SMART Board |
| 1. Open the SMART Board [Toolbar](http://downloads01.smarttech.com/media/trainingcenter/nb11_toolbars_qr.pdf) |
| 1. Use the onscreen keyboard and change the views |
| 1. Use the right mouse button |
| 1. Launch the help and support screen |
| 1. Write notes using the digital ink layer |
| 1. Capture notes in the digital ink layer into Notebook software |
| 1. Open SMART Notebook software (10.0/11.0) |

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I do

We Do

Closure

You Do – I watch

Share/Reflect

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| **Part 2 - Notebook Software Basics** |
| **SMART Skill Set: Demonstrate the ability to do the following:** |
| 1. Move the Notebook software toolbar to the bottom   I do  We Do  Closure  You Do – I watch  Share/Reflect |
| 1. Use the Notebook software Page Sorter sidetab  * Delete page * Clear page * Insert blank page * Clone page * Rename page * Screen shade * Reorganize pages |
| 1. Use the Notebook software [**Gallery sidetab**](http://downloads01.smarttech.com/media/trainingcenter/nb11_working_with_notebook_gallery_qr.pdf)  * Search for a topic * Insert an interactive/multimedia file * Think **INTERACTIVE!** |
| 1. Use the Notebook software Properties sidetab  * Change fill effects (solid, gradient, pattern, image) * Change text style * Change line style |
| 1. Move the sidetabs to the other side of the SMART Board |
| 1. Use handwriting and shape recognition |

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* Create, save and use basic SMART Notebook file
  + Open SMART Notebook
    - Create a Notebook File
      * Type your name on the first page
      * Add Several Blank pages
      * File🡪Save As🡪My Documents🡪File Name: Your Name SMART File
      * Close the file
  + Searching for sites to use with your SMART Board
    - CCSD Educational Technology Website - [www.ccsdedtech.com](http://www.ccsdedtech.com)
    - Downloading Notebook files from SMART Exchange
      * SMART Notebook > Gallery Tab > SMART Exchange > Click link to
      * <http://exchange.smarttech.com>
      * Downloading lessons from “Shared drive”
    - Conducting an Internet search on Google - <http://www.google.com>
      * Type in a key word to conduct a search
      * Looking at advanced searches in Google
        + Advanced Search link on right of search area
* Smart Document Camera [– A brief introduction](http://downloads01.smarttech.com/media/trainingcenter/smart_document_camera_basics.pdf)
* Sounds system for classroom – a brief introduction
* Trouble Shooting - Where to go for help
  + Help Desk 308-8181
  + F1 – universal Help key
  + [www.smarttech.com](http://www.smarttech.com)
* Installation of Notebook Software
  + Downloading Notebook files from SMART Exchange
    - SMART Notebook > Gallery Tab > SMART Exchange > Click link to
    - <http://exchange.smarttech.com>
  + Key Code for CCSD employees only:

NB-AEAAQ-BAJIE-ESYZI-UKCAK

* + - Key Code may be used at home but cannot leave CCSD
* **Course Evaluation**

1. Log in to ERO: <http://ero.eschoolsolutions.com>

Organization ID: 49602

User ID: email address

PIN: Last 4 digits of SSN

1. Click on the “My Evaluations” tab
2. Click “Evaluate” next to the course title

For additional tutorials/help with the basic

use of your SMART Board Please visit: <http://irwin-ccsd.wikispaces.com/Smart+Board+Basics>

Notes: